

PHONE:
860.859.3873

Building Official:
Vernon Vesey
Ext. 240

Zoning & Wetlands Enforcement Officer:
George Brown
Ext. 260

Sanitarian:
N. Reed Gustafson
Ext. 275

Assistant Sanitarian:
Donald Bourdeau
Ext. 276

Building Department Clerk:
Holli Pianka
Ext. 250

Town Planner:

Contact: ↩

Administrative Assistant to the:
Planning & Zoning Commission
Inland Wetlands & Conservation Commission
Zoning Board of Appeals
Doris Thompson
Ext. 101

***FEES:**
All fee schedules are posted
in the Building Department.



ACQUIRING A BUILDING PERMIT



Salem Building Department

**270 Hartford Road
Salem CT 06420**

Phone: 860.859.3873 Ext. 250
Fax: 860.859.1184

Monday: 8:30 am - 1:00 pm & 5:00 - 7:00 pm
Tuesday: 8:30 am to 1:30 pm
Wednesday: 8:30 am to 1:30 pm
Thursday: 11:00 am to 7:00 pm
Friday: CLOSED

Most projects, construction, and installations (including roofing, siding, window and door replacement, pools, sheds, and decks) require a **Building Permit**. Contact the **Building Department Clerk (Ext. 250)** to determine if your project requires a permit. To apply for a **Building Permit** you will need:

- ↑ An application for a Building Permit. [You may also need a Zoning Permit, Septic Permit and/or Inland Wetlands Permit depending upon the project.]
- ↑ A Plot Plan to show where on the property you plan to build. The building, well, septic, setbacks, and any wetlands should be located on the Plot Plan.
- ↑ The construction plans to show how you plan to build your project.

PROCEDURE:

1. Come into the Building Department to pick up your application forms and talk to the Building Department Clerk (Ext. 250) about your specific project. A Plot Plan of your property may already be on file showing the location of the well, septic, etc.
2. The Sanitarian, Wetlands, and Zoning requirements are the first that you may need to satisfy. Make sure to talk with these departments early in the process as their requirements may influence your design and timetable. If you need to apply for a Variance from the Zoning Board of Appeals, this process will take at least one (1) month. Please allow adequate time.
3. Submit your completed applications to the Building Department including all plot plans and building plans (two (2) sets of each). Your application should be processed within thirty (30) days.
4. After your Building Permit has been issued, you may begin construction. Call the Building Department Clerk (Ext. 250) to schedule required inspections.

It is your responsibility to schedule the required inspections (minimum of 48 hours notice):

<input type="checkbox"/> Footings - prior to pouring concrete	<input type="checkbox"/> Fireplace Throat
<input type="checkbox"/> Backfill - footing drains/waterproofing	<input type="checkbox"/> Fireplace Final
<input type="checkbox"/> Rough Framing	<input type="checkbox"/> Chimney - one flue above thimble
<input type="checkbox"/> Rough Electrical	<input type="checkbox"/> Firestopping/draftstopping
<input type="checkbox"/> Electrical Service	<input type="checkbox"/> Insulation - prior to sheetrocking
<input type="checkbox"/> Rough Plumbing and leak test	<input type="checkbox"/> Pool bonding
<input type="checkbox"/> Gas piping - pressure test/installation	<input type="checkbox"/> Final Inspection
<input type="checkbox"/> Rough HVAC	<input type="checkbox"/> C/O (<u>PRIOR</u> to use or occupancy)

Building Department

The Building Official (Ext. 240) reviews the building plans for technical compliance with the Building Code and performs the required inspections during construction. A Certificate of Occupancy (C/O) is your assurance that your construction is in substantial compliance with the structural and safety requirements of the Building Code.

A homeowner (one-family; owner occupied) can apply for a Building Permit for his/her own property and complete any part of the project. All hired contractors must have the appropriate State licenses or registrations. We advise that any contractors that you hire take out their own permits.

Building inspections are scheduled by the Building Department Clerk (Ext. 250) and are conducted between the hours of 6:00 am and 8:00 am weekdays. A minimum forty-eight (48) hours notice is requested. (One (1) week notice is requested for new construction C/O inspections.) Each project may have its own schedule of inspections. Check with the Building Department Clerk (Ext. 250) when you apply for your permit.

Health Department

The Health Department inspects restaurants, other food service establishments, wells, and septic systems to insure compliance with the Public Health Code.

The Connecticut Public Health Code requires property owners to demonstrate that their property contains a suitable septic system repair area before a Building Permit can be approved. In addition, all building additions, accessory structures, and pools must be located the required distance from the existing septic tank and leaching fields. The purpose of these requirements is to protect your existing septic system and to insure that properties do not become overdeveloped to the point where a septic system repair or expansion would be hindered or limited.

The minimum distances from existing septic tanks and leaching fields are:	
Above ground pools:	10 ft.
Inground pools:	25 ft.
Additions w/footing drains:	25 ft.
Additions w/o footing drains:	15 ft.
Accessory structures w/foundations:	10 ft.
Accessory structures on piers:	10 ft.
Accessory structures <200 sq. ft. w/o piers or foundations:	5 ft.

A Sanitarian (Ext. 275 or 276) will review your plans to determine if they meet the Public Health Code. Additional information may be required including soil testing and the location of the septic tank and leaching fields.

Planning and Zoning

The Zoning Regulations regulate property uses and the locations of structures. The Town Planner (Ext. 101 to contact) is available during business hours at her office in Norwich and in the Town Office Building on the 1st and 2nd Thursday of the month from 5:00 pm to 7:00 pm.

Zoning setbacks specify how far from the property lines structures can be built. The Zoning Enforcement Officer (Ext. 260) uses the Zoning Permit application to determine if the proposal meets the required setbacks and if the use of the proposed structure complies with those uses allowed within that zone.

The <u>general setbacks</u> in Residential Zones are:	
Lots w/200 ft. frontage on a road:	
Front/Rear Yards	50 ft.
Side Yard	25 ft.
Rear lots:	
Front/Rear/Side Yards	50 ft.

(Please review the Zoning Regulations for any special setbacks for the zone in which your parcel is located.)

When compliance with these setbacks, or other requirements of the Zoning Regulations, presents a hardship (other than financial), a Variance may be requested from the Zoning Board of Appeals. The Planning and Zoning Commission Administrative Assistant (Ext. 101) can assist you with this application.

Inland Wetlands

Inland wetlands are important for many reasons, including: recharging ground water, purifying storm water, providing wildlife habitat, storing water to diminish flooding, and maintaining stream flow.

The Inland Wetlands and Conservation Commission must balance the preservation of wetlands with the plans of applicants to develop their property. Applicants must also balance the use of their property with the need to limit wetland encroachment.

If your project involves activities within a wetland or watercourse, you must make application to Salem's Inland Wetlands and Conservation Commission for a permit for regulated activity. The Inland Wetlands and Conservation Commission Administrative Assistant (Ext. 101) can assist you with this application.

The Commission also regulates activities within an upland review area, which is the distance of seventy-five (75) ft. from any inland wetland or watercourse. Any construction activities within this limit also require a permit.

One (1) to two (2) months should be allowed for the Commission to review and rule on your application.
